

STATE OF GEORGIA

RECORDS RETENTION SCHEDULE APPLICATION

<i>The Retention Schedule Program will enter this data:</i>	Sheet:	1 of 2
	Schedule #:	2001-0038
	Effective Date:	2/9/2001

(Agency use)

(Archives use)

Date Sent:

**Date
Received:**

**Agency
Control No.:** Office of Programming

Agency Code: 0484

Control No.: 2001202-03

Applicant: Department of Transportation
Address: 5025 New Peachtree Rd.
Chamblee, Ga. 30341

Phone: 770-986-1364
FAX: 770-986-1056
Email:

**Creating
Office:** Office of Programming
Address: 5025 New Peachtree Rd.
Chamblee, G. 30341

Phone: 770-986-1364
FAX: 770-986-1056
Email: Michael, Henry@dot.state.ga.us

Administrator: Herman T. Griffin
#2 Capitol Square, SW
Atlanta, Ga. 30334-1002

Phone: 404-656-5320
FAX:
Email: HermanGriffin@dot.state.ga.us

**Application
Type:** New

Class: Individual

Series Title: Contract for Maintenance of Highway

Dates of
Series: 1998 - Ongoing
Access: Open

Function
Documented: This is an agreement between the Department and local government(s) by which a State Route's maintenance responsibility is accepted by the local government.

Consists of: A legal document defining terms of contract, a sketch map identifying off-system road and a resolution authorizing the execution of the contract by the affect local officials. This contract usually accompanied by a copy of a Notice of Intent, Order of the Commissioner and a Final Acceptance letter.

Media: Paper document

Indexed by: Reference file number and Notice of Intent or Order number

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	Schedule #:	2001-0038
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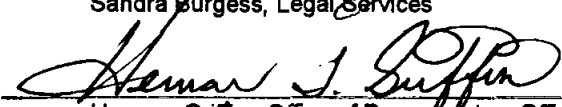
Retention Requirement: 0
State Law or Regulation: O.C.G.A § 9-3-23
Federal Law or Regulation: 0
Administrative Need: 20 Years

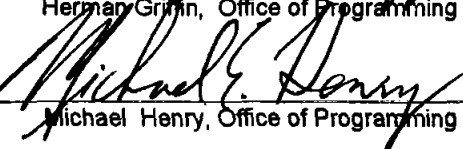
Cutoff Event: Once the final acceptance letter is received, the file is closed;
Cut off the closed file at the end of each calendar year;
Maintain file in the office for 20 years;
Then destroy.

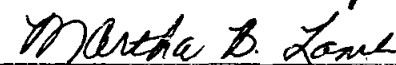
Total Retention: Temporary Record. Retain for Twenty (20) years

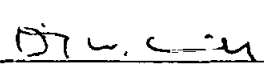
The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.

Authorized by:  2/7/01
Sandra Burgess, Legal Services Date

Concur:  2/7/01
Herman Griffin, Office of Programming, Office Head Date

Concur:  2/7/01
Michael Henry, Office of Programming Date

Submitted by:  2/7/01
Martha B. Lamb, Records Management Officer Date

Signed:  2/17/01
David Carmicheal, Secretary of State Designee Date